



Paralegal

- **Brisbane QLD**
- **Full-time**

Gilshenan & Luton Legal Practice has long been recognised as one of Queensland's leading criminal law and workplace law practices. We act for privately funded and institutional clients and are committed to excellence in client service and legal representation. Our criminal law work includes both defence and prosecution work. Our workplace law practice involves significant engagement with the law enforcement, legal, health and public sectors.

About the role

We are looking for a full-time paralegal to support our team of lawyers. Law students who are available full time and looking for an opportunity to build their legal skills are encouraged to apply.

Candidate requirements

- Undertaking a Bachelor of Laws.
- Excellent attention to detail.
- Ability to analyse and research.
- Excellent writing and communication skills.
- Willingness and ability to work autonomously.
- Ability to work full time.

Other skills required

- Strong customer service focus.
- Ability to meet deadlines and work under pressure.
- Good interpersonal and time management skills.
- Ability to work well in a team.
- Positive and enthusiastic approach.

We offer

- Dynamic and interesting work.
- Friendly social environment.
- Learning and development opportunities.

Key responsibilities:

- Legal research and fact gathering.
- Drafting correspondence and legal documents.
- Analysing and summarising documents.
- Fact checking.
- Organising and managing files.
- Filing documents with the courts.

Apply here

To apply, please send your cover letter and resume to:

hr@gnl.com.au

To learn more about the firm, visit our website:

Gilshenan & Luton Legal Practice - gnl.com.au